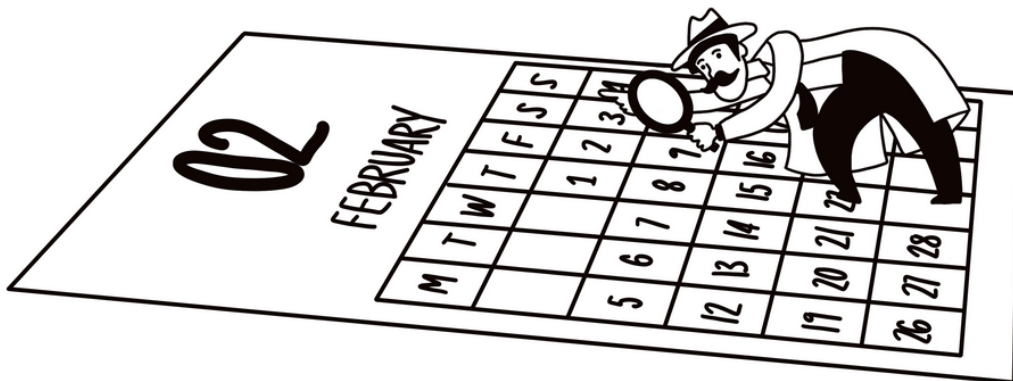# INTERROGATE YOUR CALENDAR CHEATSHEET

From Chapter 6 of
Winning The Week: How To Plan A Successful Week, Every Week

In this step of The Winning The Week Method, your job is to **interrogate every hour of your upcoming 14 days**. Like a lawyer seeking the truth from a reluctant witness, your calendar isn't just going to show you the information you're seeking. You have to sweat it out of it!

Here are some helpful questions to be asking as you interrogate your calendar:

1. What shouldn't be on your calendar but is?

Decline and erase these events, so they don't clutter your calendar.

2. What should be on your calendar but isn't?

If it's a "hard-edged" commitment (meaning you have to be at a specific place at a particular time—even via video conference), then make sure that you block off all of the time it will take.

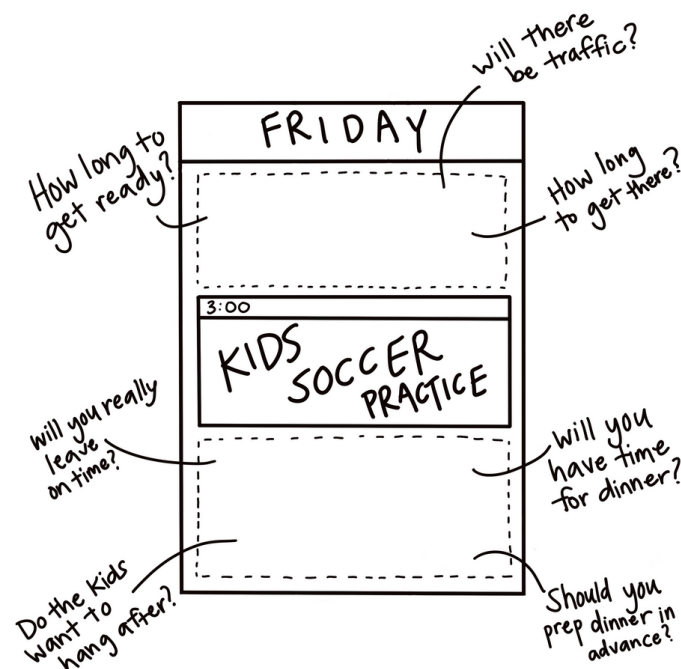*3. How much "flex time" will you need to deal with emergencies this week?*

Unexpected emergencies happen to all of us in one way or another, so the intelligent move is to preemptively block off big chunks of time in your calendar to deal with unforeseen issues that are bound to come up.

4. What could be arranged more optimally in your calendar?

For example, if you need to do several chores around town, why not do them all on the same day instead of scattering them throughout your week?

5. When (exactly) will your leveraged priority get done?

Go ahead and estimate the amount of time it will take to get your number one priority done this week. Then add some buffer to that estimate. Now schedule that time directly into your calendar, ideally on Monday or Tuesday (when your energy and attention are at their peak).

FRIDAY

Will there be traffic?

How long to get ready?

How long to get there?

3:00

KIDS SOCCER PRACTICE

Will you really leave on time?

Will you have time for dinner?

Do the kids want to hang after?

Should you prep dinner in advance?

6. Where are the landmines in my calendar?

I recommend you take a "mental walk" through every part of every day in your coming week, asking yourself where the landmines might be hiding. For each landmine, decide on a plan to diffuse that situation before it happens.

7. Did my calendar review unearth some hidden tasks?

Write them down and save them on the side.